

Dear Subscriber,

Self-service renewal is now available to all Remote Access Subscribers. When a user's subscription has sixty days or less remaining, they may add additional time to their subscription using a [credit card \(PDF\)](#) online.

- 1- Users that wish to add more time to their subscription should proceed to the Subscription tab and select the Subscription Option that best suits their needs; review your selection and fee carefully before proceeding to payment.

The screenshot shows a web interface for subscription renewal. At the top, there's a navigation bar with links: Public Access, Search, Archives, Cart, Links, My Account, Subscription (highlighted), and Settings. A 'Welcome' message and 'Log off' button are on the left, while 'Reset Layout' and 'Help' are on the right. A status bar indicates 'DAYS UNTIL SUBSCRIPTION EXPIRES: 50'. The main heading says 'Your Subscription Expires 6/30/2021'. Below this is a 'Subscription Options' table with columns for Term, Cost, and Quantity. The table lists three options: 3 Months (\$90.00), 6 Months (\$150.00), and 1 Year (\$240.00), each with a quantity dropdown set to 1. To the right of the table is a button 'Select Option & Review Fee'. Below the table is a summary section with 'Subscription Cost', 'Credit Card Fee', and 'Grand Total'. At the bottom, there are input fields for 'First Name' and 'Last Name', and a 'Proceed to Payment' button. To the right of these fields is a button 'Advance to Payment Screen'.

Term	Cost	Quantity
3 Months	\$90.00	1
6 Months	\$150.00	1
1 Year	\$240.00	1

Subscription Cost
Credit Card Fee
Grand Total

First Name:
Last Name:
Proceed to Payment

Advance to Payment Screen

- 2- Provide necessary credit card information to complete payment.

The screenshot shows a credit card payment form. At the top, there are logos for VISA, MasterCard, and Discover. Below the logos are input fields for 'Card Number *', 'Expiration Date(MMY) *', 'CVV2 *', 'Address1 *', and 'Postal Code *'. At the bottom, there is a large grey button labeled 'PAY 93.60 USD'.

Card Number *
Expiration Date(MMY) *
CVV2 *
Address1 *
Postal Code *
PAY 93.60 USD

- 3- The User's Subscription expiration date will be updated automatically based on the subscription option selected.